



**CITY OF LA MESA  
SUMMARY OF FRINGE BENEFITS  
GENERAL EMPLOYEES UNIT  
January 2020**

**Retirement:** All regular City employees are members of the California Public Employees' Retirement System (CalPERS). Non-safety employees are enrolled in one of the following retirement formulas based on date of hire. Additional benefits are provided in accordance with the City's CalPERS contract.

	Hire Date	Retirement Formula	Employee Contribution as of 7/1/13	Employee Cost Sharing	Final Compensation Formula
Tier 1	Hired on or before January 20, 2011	3% @ 60	8%	1.0%	1 Year
Tier 2	Hired on January 21, 2011 through December 31, 2012	2.5% @ 55	8%	1.0%	1 Year
Tier 3	Hired on or after January 1, 2013*	2% @ 62	6.25%	0%	3 Years

*\* CalPERS Classic Members hired on or after January 1, 2013 will be enrolled in the Tier 2 retirement formula.*

**Vacation:** After six months of continuous employment, vacation is available to employees as accumulated. Employees earn paid vacation as follows:

Years of Service	Vacation Hours Authorized Per Year	Accrual Rate Per Pay Period
0 – 60 Months	80	3.077
61 – 120 Months	120	4.615
Over 120 Months	160	6.154

Once an employee reaches the maximum accumulation of vacation hours (two and one-half times the annual allowance), the employee will not accumulate additional vacation until the vacation time is reduced below the maximum allowable.

**Sick Leave:** Earned at the rate of 3.692 hours per pay period (96 hours per year).

**Sick Leave Conversion:** Employees may convert a portion (above 192 hours) of accumulated sick leave to an equal amount of vacation or pay, based on the formulas below. For purposes of this program, usage is calculated using a defined (12) month period that begins and ends with the first pay period in November.

40-Hour / 5-Day Work Schedule		9/80 Work Schedule		4/10 Work Schedule	
Hours Used	Max Convertible Hrs	Hours Used	Max Convertible Hrs	Hours Used	Max Convertible Hrs
8 or less	40	9 or less	40	10 or less	40
8.1 to 24	32	9.1 to 27	32	10.1 to 30	32
24.1 to 40	24	27.1 to 45	24	30.1 to 50	24
Over 40	Not Eligible	Over 45	Not Eligible	Over 50	Not Eligible

Sick leave conversion for regular part-time employees will be pro-rated based on the regularly scheduled hours compared to a 40-hour workweek.

**Unused Sick Leave Reimbursement:** Employees with ten (10) or more years of service shall be paid an amount equal to 40 percent of a maximum of 150 days (1200 hours) of the current cash value of the unused sick leave credited to his or her account upon normal or disability retirement, or death. Employees with ten (10) or more years of service, who terminate for reasons other than retirement or death, shall be paid an amount equal to 25 percent of a maximum of 150 days (1200 hours) of the current cash value of the unused sick leave credited to his or her account.

**Holidays:** All employees shall be granted the following holidays, or the days celebrated for these holidays, with pay:

New Year's Day	Labor Day	Christmas Eve (last 4 hours of shift)
Martin Luther King's Birthday	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	
Independence Day	Friday after Thanksgiving	

In lieu of celebrating Admission day, Cesar Chavez's Birthday, and President's Day, employees will be granted three floating holidays to be used at the convenience of the employee with the approval of the department head. For employees hired on or after July 1, 1991, unused floating holidays may be accumulated up to a maximum of 160 hours. Additional floating holiday time will not be credited to an employee hired on or after July 1, 1991 if that employee has 160 hours accumulated holiday leave on the books at the time that the floating holiday occurs.

**Use of Paid Leave Upon Resignation:** An employee who resigns shall not use paid leave to extend his/her resignation date. The last day worked shall be considered the date of resignation, and compensable accrued paid leave shall be paid off in lump sum. Leave (except catastrophic and compensatory leave) must be earned prior to the pay period in which it is used.

**Out-Of-Class Pay:** Where an employee is temporarily assigned to a higher job classification for the convenience of the city for a period equal to or exceeding 36 hours in a Monday through Thursday period or 40 hours in a Monday through Friday period, he/she will be paid at least five (5) percent above his/her regular rate for the period he/she continues in the new assignment.

**Cafeteria Plan:** The City offers a Cafeteria-style plan in which each employee receives a fixed amount of FlexNet credits to purchase health coverage. Health coverage is available through CalPERS. Dental is available through MetLife. A Vision Plan is available through EyeMed. Employees may also contribute pre-tax earnings into the City's Section 125 Flex Spending plan. Employees may make contributions for both health and dependent care reimbursement. Effective the second pay period of December 2018, the City shall make contributions to the cafeteria benefit plan according to the following formulas:

NO CITY HEALTH INSURANCE COVERAGE	\$115.00
EMPLOYEE ONLY	\$644.72
EMPLOYEE + 1 DEPENDENT	\$1,129.32
EMPLOYEE + 2 OR MORE DEPENDENTS	\$1,474.58

**Life Insurance:** The City pays for the cost of life insurance in an amount equal to the employee's annual compensation. Employees may purchase voluntary life insurance up to 5x annual compensation (maximum of \$500,000) at a monthly cost of \$0.95 cents per \$10,000 of coverage. The City also purchases \$5,000 in life insurance for a Spouse and \$2,500 for each eligible Dependent Child. Spouse voluntary life insurance may be purchased in units of \$5,000 but cannot exceed 50% of the employee benefit. Child life insurance may be purchased in units of \$2,000 up to \$10,000.

**Accident Indemnity/Critical Illness:** The City provides voluntary benefits through The Standard. The personal Accident plan features benefits for emergency treatment, follow-up treatment, initial hospitalization, hospital confinement, physical therapy, accidental death, and other wellness benefits. The Critical Illness plan features benefits for heart attack, stroke, invasive cancer, major organ failure, and health maintenance screening wellness benefits.

**Employee Assistance Program (EAP):** Provides confidential professional assistance to employees and family members who are experiencing personal problems (six sessions per EAP issue). There is no cost for EAP counseling. If further treatment is recommended, there may be costs to the employee.

**Deferred Compensation:** City employees have the opportunity to build their retirement savings and reduce taxable income by participating in the City's Section 457 deferred compensation program, or the post-tax 457 Roth deferred compensation program. The City's plan is administered by the ICMA Retirement Corporation. Participation is handled through payroll deduction. The City does not make any contributions to this plan.

**Tuition Reimbursement:** \$2,000 in tuition reimbursement per fiscal year for pre-approved college courses and \$500 of that amount may be used for job related non-college courses.

**Social Security and Medicare:** Employees are required to pay into Social Security and Medicare.

**Bilingual Pay:** Employees who are regularly required to use their bilingual or sign language skills in the performance of their duties may receive an additional \$50 per month.

**Uniform Reimbursement/Boot Allowance:** The City will provide employees in certain classifications an annual uniform allowance as listed below, payable the first pay period in October of each year, for the purchase and maintenance of uniforms in accordance with departmental uniform policies. The uniform allowance for new employees hired after October 1 shall be prorated for the period from date of hire to September 30, and shall be paid to the employee as soon as possible and practical after date of hire.

Downtown Operations Assistant:	\$650
Fire Inspector I/II:	\$650

Public Works and selected positions listed in the General MOU are provided an annual boot allowance of \$225 per year. These are payable the first pay period in October.

**Safety Glasses Reimbursement:** Employees who are required to wear prescription safety glasses to perform their duties may be reimbursed up to \$100 for out-of-pocket costs per pair. The employee should attempt to utilize the City's insurance coverage to the extent possible. Reimbursement for new glasses will be limited to instances where the employee's glasses are damaged on-duty or when his/her prescription has been changed. In order to be eligible for reimbursement, the safety-glasses must meet CalOSHA standards.

**Jury Duty:** Court leave is paid leave granted by the city to enable an employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the employee is not a party, before a Federal, Superior, or Municipal Court located in the County which the employee resides. Paid leave shall not be granted when the employee is paid an expert witness fee. Employees on jury duty are required to have a court timesheet to be considered on paid leave.

**State Disability Insurance (SDI):** All General and Public Works employees pay into, and are covered by SDI. Premiums are automatically deducted from paychecks. In case of a non-work related injury, it pays a portion of an employee's salary.

**Computer Loan Program:** Employees may obtain an interest-free loan, up to \$2,500, to purchase computers, related equipment, and software. This program is intended to increase computer literacy, which is beneficial to employees, the City, and the citizens we serve. Unless terminated by the City, this program will continue indefinitely.

**Part-Time Regular Employees:** Salary and benefits for regular employees on halftime (.5) or three-quarter-time (.75) status with the City will be proportional to the fulltime regular employees. These hours must be worked on a regular and continuous basis, or as a result of a mutually agreed upon reduced work period.

60 - 69 hours per pay period =	75% Benefits
40 - 59 hours per pay period =	50% Benefits
39 or less hrs. per pay period =	No Benefits

**No Smoking Policy:** Employees may not smoke or use tobacco products while in City buildings, City vehicles or while on duty. Check with your supervisor for further restrictions.

**Union Membership:** All employees holding either probationary or regular appointments to classifications represented by LMCEA have the right to join or not join the union.

*For additional detailed information regarding salaries and benefits, you may request a copy of the MOU document from a representative of the bargaining unit that represents you.*